

## **MADERA COUNTY**

### **ADMINISTRATIVE ANALYST I ADMINISTRATIVE ANALYST II**

#### **DEFINITION**

Under general supervision (Administrative Analyst I) or direction (Administrative Analyst II), to perform a wide variety of responsible budgetary, financial, administrative, and analytical support duties for an assigned department, division, or program; to oversee assigned administrative processes, procedures, and programs; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

**Administrative Analyst I**--This is the entry level in the Administrative Analyst class series. Positions at this level usually perform most of the duties required of the positions at the Administrative Analyst II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents perform a variety of analytical studies and assist with the administration of assigned areas or programs and are required to learn about the specific programs, functions, and services to which assigned.

**Administrative Analyst II**--This is the full journey level in the Administrative Analyst class series. Positions at this level are distinguished from the Administrative Analyst I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Incumbents perform a variety of analytical studies and assist with the administration of assigned areas or programs requiring substantial knowledge of the specific programs, functions, and services to which assigned. An Administrative Analyst II is expected to provide completed staff work on assigned projects with reports and recommendations taking into consideration a full range of management, financial, and budgetary issues. Positions in this class series are flexibly staffed and positions at the Administrative Analyst II level are normally filled by advancement from the Administrative Analyst I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Administrative Analyst II level.

#### **SUPERVISION EXERCISED**

##### **Administrative Analyst I**

May exercise technical and functional supervision over technical and clerical staff.

##### **Administrative Analyst II**

May exercise direct supervision over technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provides professional staff assistance in support of assigned functions including budgeting, purchasing, data processing, administrative, or other specialized department programs; participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and make recommendations regarding staffing, equipment, program, and facility needs; assists in

the development and implementation of policies; assists in the preparation of ordinances and other supporting program documents; participates in the preparation and administration of assigned budgets; provides fiscal forecasting; maintains and monitors appropriate budgeting and expenditure controls; researches, collects, compiles, and analyzes information from various sources on a variety of specialized topics including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations; conducts surveys and performs research and statistical analyses on administrative, fiscal, systems, and operational problems or issues; monitors legislation and analyzes proposed legislation to determine impact on assigned County operations and programs; directs the work activities of assigned personnel; participates in selecting, training, motivating, and evaluating assigned staff; serves as a liaison with employees, public and private organizations, community groups, and other organizations; provides information and assistance regarding the assigned programs and services; receives and responds to complaints and questions relating to the assigned area of responsibility; reviews problems and recommends corrective actions; provides training in various areas to department employees including updated rules and laws, department and work procedures, computer system operations, and other areas as required; coordinates activities and special events with other County departments, the public, and outside agencies; attends meetings as a representative for the assigned department; prepares, administers, and monitors program grants and related proposals.

**Depending on area of assignment:**

Supervises and participates in the preparation and review of assigned bids; prepares quotations for and procures major items including computer equipment and non-contract state vehicles; assists in contract negotiations; monitors compliance with applicable contractual agreements.

Provides a variety of financial management services to assigned departments, divisions, or programs; oversees and manages assigned budgeting and accounting systems; performs a full range of accounting and statistical record keeping and reporting; establishes and maintains fiscal records; audits and balances fiscal data and information; prepares financial statements and reports.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

**Depending on area of assignment:**

Manages the operations of assigned computer systems; oversees and participates in the administration and operation of assigned computer systems; prepares and updates procedural manuals; identifies, coordinates, and participates in the installation, relocation, adjustment, upgrade, or repair of computer systems, equipment, and peripherals; develops queries and related procedures to retrieve data for reports; oversees and maintains computer system security and integrity; reviews, evaluates, and recommends the purchase of new hardware, software, and applications options.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Administrative Analyst I**

#### **Knowledge of:**

Basic principles and techniques of management and program administration.  
Basic principles and practices of budget development, preparation, and expenditure control.  
Basic principles and practices of supervision, training, and performance evaluation.  
Principles and practices related to assigned programs such as but not limited to purchasing, information systems, finance, budgeting, and other related programs.  
Research and reporting methods, techniques, and procedures.  
Sources of information related to a broad range of programs, services and functions related to area of assignment.  
Public relations techniques.  
Modern office procedures, methods, and equipment including computer software and hardware.  
Principles and procedures of financial, statistical, and administrative record keeping.  
Theory, principles, and practices of accounting and auditing.

#### **Skill to:**

Operate modern office equipment including computer equipment.

#### **Ability to:**

Learn, interpret, and apply Federal, State, and local laws, codes, and regulations pertinent to area of assignment.  
Learn and interpret the policies and procedures of the assigned department.  
Learn and understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.  
Perform administrative work involving the use of independent judgment and personal initiative.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, analyze, and evaluate programs, policies, and procedures.  
Develop and prepare an assigned budget and control expenditures.  
Supervise, train, and evaluate the work of assigned staff.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

#### **Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Some administrative and analytical experience, preferably within a local government environment involving the collection, compilation, and analysis of financial, budgetary, or administrative data.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business management, finance administration, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Administrative Analyst II**

In addition to the qualifications for an Administrative Analyst I:

**Knowledge of:**

General principles and techniques of management and program administration.

General principles and practices of budget development, preparation, and expenditure control.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Pertinent Federal, State, and local laws, codes, and regulations.

**Ability to:**

Independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.

Effectively administer a variety of programs, functions, and administrative activities.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Conduct research on a wide variety of administrative topics including grant funding, service contract feasibility, budget and staffing proposals, and operational alternatives.

Interpret and apply administrative and departmental policies and procedures.

Organize and direct the work of assigned staff.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of responsible administrative and analytical experience involving the collection, compilation, and analysis of financial, budgetary, or administrative data comparable to that of an Administrative Analyst I with Madera County.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business management, finance administration, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995